



# HM Prison & Probation Service

## PS Job Description (JD)

### PS Band 3

### Directorate: Probation Service

## Job Description: Community Payback Supervisor

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<b>JD Evidence</b>	

**PS Job Description**

<b>Job Title</b>	Community Payback Supervisor
<b>Directorate</b>	Probation Service
<b>Band</b>	Band 3

<b>Overview of the job</b>	<p>This is an operational role directly supervising work groups of offenders serving a community sentence. This may include driving service vehicles to transport people or equipment. The post holder will be responsible for all work site supervision tasks and will work with service users to ensure that all tasks are carried out to the best of their ability. This will include working alongside people to demonstrate good practice as necessary.</p>
<b>Summary</b>	<p>The post holder will work on varied projects that involve practical tasks that should be seen by the public to be a credible punishment providing reparation to the community. The post holder will exercise appropriate authority to maintain discipline and good behaviour within working groups, alerting the relevant staff to any infringement of discipline or behaviour.</p> <p>The post holder will contribute towards the rehabilitative potential of the sentence and will support some service users to gain employment skills through a positive work experience with the opportunity to gain vocational or skills-based training.</p> <p>Staff are expected to contribute towards review and evaluation of all aspects of service delivery and to contribute towards a culture of continuous improvement.</p> <p>Post holders may be required to undertake weekend working as part of their normal pattern of working. The work may involve working alongside volunteers or staff from partner organisations.</p>
<b>Responsibilities, Activities &amp; Duties</b>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• Conduct Pre-Placement Unpaid Work Induction sessions.</li> <li>• Conduct a start of the day 'tool box' talk to ensure all service users understand the task at hand and safe working practice and motivate and support service users to complete their Order.</li> <li>• Follow work directions within the project placement file.</li> <li>• Ensure Health &amp; Safety procedures are followed, alerting the relevant staff to any risk, ensuring that any associated paperwork is completed accurately and on time as required, including contributing to the review of placement risk assessments.</li> <li>• Ensure that appropriate tools, equipment and supplies are available in accordance with local procedure and that instructions for safe use are followed by service users.</li> <li>• Conduct a dynamic risk assessment to ensure all hazards are noted and managed.</li> </ul>

	<ul style="list-style-type: none"> <li>• Use pro-social and other motivational techniques to ensure that service users complete the work assigned in a disciplined and well-behaved manner.</li> <li>• Monitor the attendance of service users allocated to agency placements and promote successful completions.</li> <li>• Maintain all service users' records in accordance with organisational requirements ensuring that all information is updated onto the case management system in a timely and accurate manner.</li> <li>• Work towards accreditation as a workplace assessor or deliver training assessments for selected service users within the supervised work group to provide enhanced learning opportunities.</li> <li>• Contribute towards promoting Community Payback with colleagues, external agencies, Sentencers and the public.</li> </ul> <p>In line with PS policies and procedures, the job holder must at all times demonstrate a commitment to equality and inclusion and an understanding of their relevance to the work they do. The post holder must adhere to all policies in respect of the sensitive/confidential nature of the information handled whilst working in this position.</p> <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.</p>
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## Civil Service Success Profile Criteria

<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Managing a Quality Service</li> <li>• Working Together</li> <li>• Communicating and Influencing</li> <li>• Leadership</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4 to 8
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of Practical Skills</li> <li>• UK Manual Driving Licence is required</li> <li>• Evidence of commitment to teamwork</li> <li>• Effective inter-personal skills with the ability to supervise people constructively while maintaining authority</li> <li>• Evidence of problem-solving within a workplace or similar environment</li> <li>• Knowledge of safety at work, public protection and risk of harm in all aspects of work</li> </ul>

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<b>Technical Requirements</b>	<ul style="list-style-type: none"> <li>• Basic knowledge of First Aid and willingness to undertake further training</li> <li>• To attain IOSH L3 or equivalent and a willingness to attend further training</li> <li>• Willing to achieve and maintain L3 Certificate in Assessing Vocational Achievement (CAVA) or equivalent</li> </ul>
<b>Ability</b>	<ul style="list-style-type: none"> <li>• Ability to model pro-social attitudes and behaviour to service users</li> <li>• Good written communication skills</li> </ul>

<b>Minimum Eligibility</b>	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks prior to taking up post.</li> <li>• All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS.</li> <li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.</li> </ul>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	37 hour working week
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